## APPLICATION FOR RECORDS RETENTION SCHEDULE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334. Attention: Scheduling Section. # FOR AGENCY USE 1. Agency Address FOR RECORDS MANAGEMENT USE Application Date Application Number Georgia Ports Authority 1/22/87 Risk Management Department Application Number Post Office Box 2406 Date Received Date Completed JAN 26 1987 Savannah, Georgia 31402 FEB 6 1987 2. Person to Contact **Working Title** Telephone Number (912) 964-3908 Manager Enforcement/Safety Chad Grizzle 3. Action Requested a. Establish Retention Schedule; record will continue to accumulate. b. Dispose of present accumulation; no further accumulation anticipated. c. 3 Amend Application No. 78-241-A Check One: 3 Change; Supercede; Void 5. Records Series Title (followed by title used in office; if different) 4. Dates of Series Earliest Closed and Inactive Claims Current 6. Division and Office Function What is the function of the Division and the Office in which this record series is created? Responsible for evaluating recommendations and approving appropriate insurance coverage; reporting settlements of claims by and against GPA to Director of Administration; approves recommendations for solutions regarding liability and payment. Ensures adherence to Safety & Loss Control; supervises Port Police Department, supervises and maintains accident record systems; prepares and submits to management and supervisors regular monthly reports on status of safety. Acts in advisory capacity on matters of Safety and Loss Control for division and departmental guidance of management, supervisors and personnel. This file contains the following documents (include form numbers and titles, if any): 7. Record Series Description Attach samples of the file. Documents relating to: Damages to property, cargo and personal injuries. included are: Closed claim files, inactive security reports.

	File is arranged:	Numerically by claim number
8.	Monthly Reference Rate	How often are records referred to which are:
	One to six months old <u>Da</u> twenty-five months and older	ily_; Seven to twelve months old <u>Daily</u> ; Thirteen to twenty-four months old <u>5</u> ; as needed

YES NO 10. Questionnaire	/Place of "" in the proper	column)	
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	cial copy of the series?		_
I I II II Where is			<del></del>
× D. Does the series	•	on requiring security handling? If yes, cite law or regulat	
C le this a vital re	ecord?		The same of the sa
X C. Is this a vital re	corur		
		search value?	
		t necessary to keep the entire file for a long period, could	
documents be	scheduled separately?		
$\perp$ $\downarrow$ $\times$ $\downarrow$ $f$ is the informat	tion contained in this series ever	published? If yes, attach copy,	errorino e e e e e e e e e e e e e e e e e e e
		analyzed and/or recorded in a summarized report?	
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h, is there a dupli	ication of this series in your offi	ice, or in another office or agency?	
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× i. Is this series (o	r a maior portion of it) regularly	v microfilmed?	
1 1 2	d series result in a computer prin		· <del></del>
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a. State Law	years.	d. Audit period	years.
b. Statute of limitation			years.
c. Federal law	years.		
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Attach copy or excerpt of I	laws or regulations. Explain adm	ninistrative need.	
Under advice of Por	t lawver should reta	in these files for period of 12 years.	
onder advice or for	r tamyor, shouta rota	The these titles for period of 12 years.	
12. Approved Disposition Instr	ructions This agency recomm	mends that the file series be cut off at the end of each:	7
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t ness instructions apply to	o all prior and future accumulati	ions of the series.	
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Agency Head (Designee (Signa	ture) Date	Records Management Officer (Signature)	Date
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Agency Head/Designee (Signa Cho/ Degyll		Records Management Officer (Signature)	Date   1/23/87
Agency Head/Designed (Signa )		Carol Mosekey	1/23/87
Chop Diggle		Records Management Officer (Signature)  (and )   Ose   Leg  State Records Committee (Signature)	Date   1/23/87   Date
Recommendations in para-		Carol Mosekey	1/23/87
Recommendations in paragraph 12 are approved.	State Auditor/Designee	Carol Mosekey	1/23/87
Recommendations in paragraph 12 are approved.  (If disapproved, attach letter	/-23-87  State Auditor/Designee	Carol Mosekey	1/23/87
Recommendations in paragraph 12 are approved.		Carol Mosekey	1/23/87
Recommendations in paragraph 12 are approved.  (If disapproved, attach letter	/-23-87  State Auditor/Designee	Carol Mosekey	1/23/87 Date 2/4/8-7 1/29/87
Recommendations in paragraph 12 are approved.  (If disapproved, attach letter	/-23-87  State Auditor/Designee	State Records Committee (Signature)  Additional Muldon	1/23/87



## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76—RM—1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334. Attention: Scheduling Section.

FOH AGI	ENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE
Application Date		Georgia Ports Authority	Application Number
5-10-7	79	Finance Division	78-241-A
Application Nurr	in a second	Post Office Box 2406	
	icier	Savannah, Georgia 31402	Data Received Data Completed MAY 1 4 1979 IMAY 3 0 1979
66			ļinot v
2. Person to C		Working Title	Telephone Number
Robert	W. Smithers	Insurance Manager	964-1721, # 296
3. Action Req			
		Schedule; record will continue to accumulate.	
	•	cumulation; no further accumulation anticipated.	
c. Am	end Application	<ul> <li>10. 78-241 Check One:           Change; □ Superced</li> <li>5. Records Series Title (followed by title used in office; if different properties)</li> </ul>	
≃. Dates of Se Zarliest	Latest	5. Records Series Title (rollowed by alle used in orrice; if dif	Terenty
1961	To Date	Closed and Inactive Claims	
9. Sivision and	d Office Function	What is the function of the Division and the Office in	which this record series is created?
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maintains	accounting	methods and procedures for the Authority. He	e approves all expenses for
the Direc	ctors' meetin	gs; is responsible for the auditing and accou	unting provisions of all
contracts	, leases and	agreements of the Authority; provides protect	ction of the assets with
adequate	internal con	trol procedures and assures proper insurance	coverages for the Authority's
propertie	es; and coord	inates the preparation of the annual budget w	with the various divisions.
Under his	s supervision	, monthly financial statements are published	and related financial and
cost data	a reports are	prepared and distributed. The purchasing fo	unction is also a part of
his respo	onsibility as	well as the maintenance of all contracts, le	eases and agreements of the
Authority	/ <b>.</b>		· ·
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7 Desert Co.	ina Danasianiana	This file contains the following documents (include form nu.	where and sides is small
7. Record Ser	ies Description	Attach samples of the file.	moers and titles, if any).
Documents	relating to:	Damages to property, cargo shipping errors	. bodily injuries
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included ar	: <b>::</b>	Closed claim files, inactive security repor	rts.
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File is arrar	nged:	Numerically	
		Numerically by claim number.	
8. Monthly R	eference Rate	How often are records referred to which are:	و مناه و دوره و ها ها ها ها ها ها و دوره و دوره و الماليون و و المالون و المالون و المالون و و المالون و و الم
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	months and olde	^	
	te of Accumulation	n of Renords	
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×	a. Is this the offi	• •	series? < '	- d	·	
×	b. Does the series	contain confide	intial informatio	n requiring security handling? If y	es, cite law or regula	tion.
×	c. Is this a vital re	ecord?				1
X	d. Does this serie	s have historical	or long term res	earch value?		
×		vo documents in scheduled separa		necessary to keep the entire file for	or a long period, could	d these
×				published? If yes, attach copy.		-
×;		ion contained in		analyzed and/or recorded in a sum		
×	h. Is there a dupli	ication of this se	ries in your office	ce, or in another office or agency? ce. Only claims involvin	a property & ca	ergo damages
×	i. Is this series (o	r a maior portiol	<i>n of it)</i> requiarly	microfilmed?	g property a ca	ir go dullages,
	<u> </u>	d series result in				
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•	tute of limitation		years.	e. Administrative need		years.
c. Fed	erai !aw		years.	f. Federal retention inst	ructions	years.
Attach	copy or excerpt of I	aws or regulation	ns. Explain adm	inistrative need.		
<b>.</b>	e e e e e e e e e e e e e e e e e e e	. 12.				
12. Approx	ed Disposition Insti	uctions This	agency recomm	nends that the file series be cut ort	at the end of each:	
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Agency Hea	10/Designes (Signa	ure,	Vale	Records Management Officer 1.	Jying Corpe 1	Date
18	Stu	`		Carol Mareley	$K_{\perp}$	5-10-79
				State Records Committee	e (Signature)	Date
graph 12 ar	dations in para- e approved.	State Audit	tor/Designee	1 Luno In		5-24-79
(If disappro	ved, attach letter ion.)	Secretary of	State/Designee	ann & also	man	5-24-79
		Attorney Ge	neral/Designee	Misshell		1729/19

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AR-50-71; Rev. 76

## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

		RECORDS MANAGEMENT DIVISION
Department of Archive Attention: Scheduling S		Avenue, Atlanta, Georgia, 30334,
FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE
Application Date 9-13-78	Georgia Ports Authority Finance Division Post Office Box 2406	Application Number 78 – 241
Application Number 28	Savannah, Georgia 31402	Date Received   Date Completed     OCT   2 3 1978
2. Person to Contact Robert W. Smithers	Working Title Insurance Manager	<b>Te</b> lephone <b>N</b> umber 964-1721, 296
	Schedule; record will continue to accumulate. cumulation; no further accumulation anticipated. No. Check One: Change; Superced  5. Records Series Title (followed by title used in office; if did  Closed and Inactive Claims	
and maintains accoun for the Directors' mall contracts, lease with adequate intern Authority's propertivarious divisions. and related financia	ince is responsible for the accounts of the sting methods and procedures for the Author meetings; is responsible for the auditing are and agreements of the Authority; provides all control procedures and assures proper in es; and coordinates the preparation of the Under his supervision, monthly financial stand cost data reports are prepared and deart of his responsibility as well as the meaning and the standard of the standard	Authority and establishes ity. He approves all expenses and accounting provisions of sprotection of the assets assurance coverages for the annual budget with the tatements are published istributed. The purchasing
7. Record Series Description  Documents relating to:	This file contains the following documents (include form number of the file.  Damages to property, cargo shipping erros	
Included are:	Closed claim files, inactive security rep	orts.
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File is arranged:	Numerically	- m.
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9. Annual Rate of Accumulation Letter-size drawers	n of Records ; Shelves ; (	Other (specify)

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	10. Questionnaire						¥
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<u> </u>	If not, where is				164 % 18		tion 5
×	b. Does the series	contain canfide	intial information	requiring security han	dling? If yes, cite	e law or regula	tion. ii
X	c. Is this a vital re	ecord?	i	-		4	
X	d. Does this series						
x		wo documents in scheduled separa		necessary to keep the e			
×	(			published? If yes, attac	ch copy.		
l x	g. Is the informat	tion contained in		nalyzed and/or recorde		d report?	
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x	If ves. where?	John Donald	dson's Offic	e, or in another office on e. Only claims	involving pr	roperty &	cargo damage:
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	itute of limitation		years.	e. Administra			years.
c. Fe	deral law	Y	years.	f. Federal ret	tention instruction	15	years.
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